

# HAMMAD KHAN

## Professional Résumé

**Date of Birth:** 04 - Sep - 1999  
**Address:** House No. L-235, Sector 48/B, Korangi No. 2 ½,  
Karachi.  
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**Objective:** "To engage in a career that will allow for progress in terms of expertise, socio-economic development, innovation and analytical skills through exposure to new ideas for professional growth, as well as the growth of the organization."

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### Job Experience:

**Organization :** ACB LOGISTICS  
**Organization Type :** Freight Forwarders  
**Department:** Finance  
**Designation :** Finance Officer  
**Tenure :** Aug-2022 to Current  
**Brief Job Description :** Report to Director/Manager

- *Financial Record-Keeping: Maintaining accurate financial records of transactions, invoices, and payments related to logistics operations.*
- *Accounts Payable and Receivable: Managing accounts payable tasks.*
- *Preparation of Remittance Documents for Proceed Foreign Payments*
- *Co-ordinate and assist with Import & Export departments for the preparation of Further Payments*
- *Timely report to Director about IATA fortnight Payment*
- *Making RTGS/IBFT as per Direction*
- *Timely review outstanding and following up on Outstanding Accounting Ledger system.*
- *Administrative Tasks: Assisting with administrative tasks related to accounting, such as filing financial documents, organizing records and maintaining data confidentiality.*
- *Handling and Managing Petty Cash of Head Office and Branch Office*
- *Disbursement of Maintenance and utilities bills.*
- *Reconciliation of Banks, Vendors and GL*
- *Coordination/Relationship with Banks*

**Organization :** S & J GLOBAL SERVICES  
**Organization Type :** Telemarketing  
**Designation :** Customer Service Representative  
**Tenure :** Nov-2021 to June-2022

- *Customer Handling*

**Organization** : **M&P COURIER LOGISTICS**  
**Organization Type** : Courier  
**Department** : Operation Department  
**Designation** : **Operation Assistant**  
**Tenure** : June-2020 to March-2021

- *Scheduling & Dispatching Statements, parcels, etc. on daily basis.*

**Organization** : **Fakhruddin Akber Ali & Co,**  
**Organization Type** : Importer  
**Designation** : Assistant Accountant  
**Tenure** : Nov-2018 to jan-2020  
**Brief Job Description** : Report to Manager

- *Preparation of Accounts Receivable Aging and Follow-up on receivables.*
- *Financial Record-Keeping: Assisting in the maintenance of financial records by accurately recording and updating transactions, invoices receipts and payments in accounting software or spreadsheets.*
- *Preparation of invoices, Debit Note & Credit Note to Customer*
- *Bank reconciliation, supplier payments.*
- *Daily daybook recording*
- *Handling & issuing Petty Cash*

#### Professional Certification & Academic Education

Sr.	Degree	Institution / University	Specialization / Major	Passing Year
1	B.Com	University of Karachi	Commerce	(In Process)
2	Intermediate	Govt. Degree Science & Commerce Collage	Commerce	2020
3	SSC	Millat Boys Secondary School	Science	2017

#### Computer Skills and Other Abilities:

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	Busy, Tech Cargo, Photoshop, Canva	Good	Currently Using
2	Excel, Power Point, Outlook, Word, Adobe DC	Good	Currently Using

#### Social Membership & Co-curricular / Leisure Activities:

Sr.	Description of Activities
1	Reading Books, Listening Quran with Translation, Reading Golden Islamic History
2	Playing Cricket

#### Personal Information:

**Father's Name** : Shafeeq ur Rahman  
**Marital Status** : Un-married  
**CNIC No.** : 42201-9488615-5  
**Religion** : Islam  
**Language Competency** : English, Urdu

#### References:

Furnished Upon your request\_\_\_\_\_